


VACANCY NOTICE

#2880

CS-376
REV(9/93)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: EMPLOYMENT & TRAINING ASSISTANT	
	SALARY RANGE: (316A) \$35,121- \$38,277 Annually	CLASSIFICATION CODE: 02432100
	Labor & Training Income Support-UI Administration	REFERENCE POSITION NO.: 1680-50101-3792
	Department or Agency Name Division/Section/Unit	APPLICATION PERIOD: 07/30/12 thru 08/05/12 by 4:00pm
	Grace Period for Local 401 Employees Ends: 08/08/12 by 4:00pm	
	Assignment(s) / Comments	Job Location: 1511 Pontiac Avenue Cranston, RI 02920
	Shift and Days: Monday thru Friday 8:00am-4:00pm	
	INTERNAL ***LATERAL BIDDERS ONLY ***	
	Restrictions/Limitations: EMPLOYEES WHO CURRENTLY HOLD THE E & T ASSISTANT CLASSIFICATION	
	Position Covered By Collective Bargaining Union Agreement Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Name of Bargaining Unit Union: Rhode Island Employment Security Alliance, Local 401		
There is <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position See A/B or Both for Specific Instructions		
NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either on the application or within a cover letter, both the File Position Title and Number.	
	Most Important - Please include the following information:	
	<ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service 	<ul style="list-style-type: none"> Name of department where you are currently employed Your business telephone number Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:	
	Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.	
	Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).	
Statement of Duties	DUTIES / RESPONSIBILITIES:	
	To perform a variety of para-professional support functions within the scope of operations of the Department of Labor and Training; and to do related work as required. ***For additional information, the job description is available at www.hr.ri.gov/classification/jobspecs.php .***	
Minimum Education & Experience	EDUCATION: Such as may have been gained through: graduation from a senior high school; and EXPERIENCE: Such as may have been gained through: employment in a position performing a variety of clerical and secretarial functions including simple computations, basic interviewing and providing information to telephone and personal inquiries. OR, any combination of education and experience that shall be substantially equivalent to the above education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. EMAIL OR MAIL RESUME or CS-14 Application to: <div style="display: flex; justify-content: space-between;"> <div> Kelly L. Liles Department of Administration General Government Service Center Office of Human Resources, 3rd Floor One Capitol Hill, Providence, RI 02908 </div> <div> Email: kellyl-resumes@hr.ri.gov TTY/TDD #: 711 </div> <div>  </div> </div>	

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER